

The a-b-c's of

PARLIAMENTARY PROCEDURE



WHAT is PARLIAMENTARY PROCEDURE ?



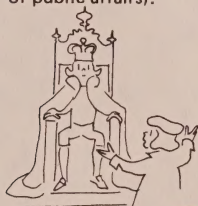
It's a
SET OF RULES
for conduct at
meetings.

It allows **EVERYONE**
to be heard and to
make decisions...
without confusion!

Parliamentary procedure has a **LONG HISTORY**

IT ORIGINATED

in the early English
Parliaments (discussions
of public affairs).



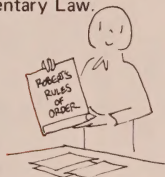
IT CAME TO AMERICA

with the first settlers.



IT BECAME UNIFORM

in 1876, when Henry
M. Robert published
his manual on Parlia-
mentary Law.



Today...

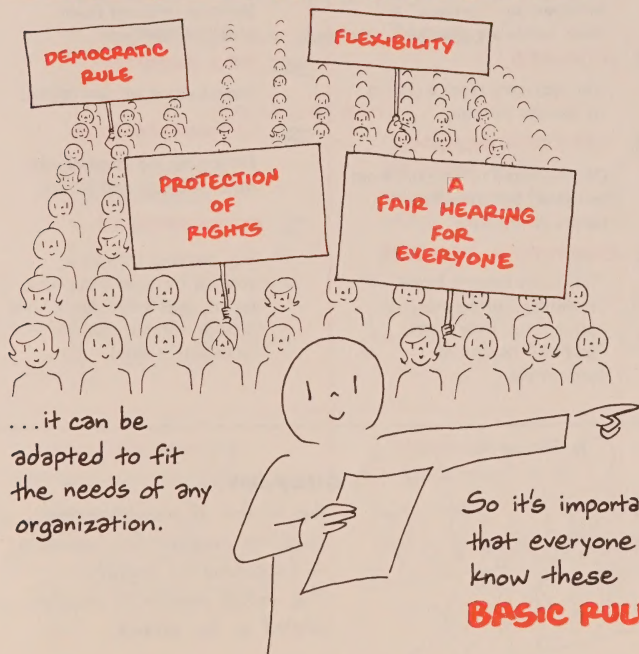
ROBERT'S RULES OF ORDER
NEWLY REVISED is the basic handbook
of operation for most clubs, organizations
and other groups.



Because--
it's a time-tested
method of conducting
business at meetings
and public gatherings.

WHY is
parliamentary
procedure
IMPORTANT
?

PARLIAMENTARY PROCEDURE MEANS:



Organizations using parliamentary
procedure usually follow a fixed
ORDER OF BUSINESS

Here's a typical example



I. CALL TO ORDER

The chairperson says,
"The meeting will please
come to order."

II. ROLL CALL

Members say "present" as
their names are called.

III. MINUTES

The secretary reads a record
of the last meeting.

IV. OFFICERS' REPORTS

Often limited to a report from
treasurer, but others may
report at this time.

V. COMMITTEE REPORTS

First come reports from
"standing," or permanent
committees; then from
"ad hoc," or special
committees.

VI. SPECIAL ORDERS

Important business
previously designated for
consideration at this meeting.

VII. UNFINISHED BUSINESS

Business left over from
previous meetings.

VIII. NEW BUSINESS

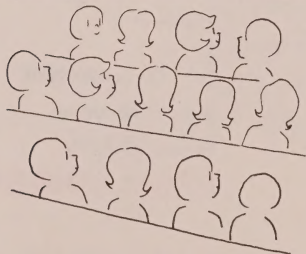
Introduction of new topics.

IX. ANNOUNCEMENTS

Informing the assembly of
other subjects and events.

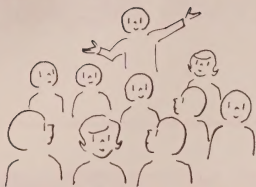
X. ADJOURNMENT

The meeting ends by a
vote, or by general consent
(or by chair's decision if time
of adjournment was pre-
arranged by vote).



QUORUM...

The number of members that
must be present for business
to be conducted legally.
The actual number is usually
stated in the bylaws.



**BUT...
HOW DO MEMBERS
GET THEIR SAY
?**

THEY MAKE MOTIONS!

A motion is a proposal that the assembly **TAKE A STAND** or **TAKE ACTION** on some issue.

Members can:

PRESENT motions

(make a proposal)



SECOND motions

(express support for discussion of another member's motion.)



DEBATE motions

(give opinions on the motion)

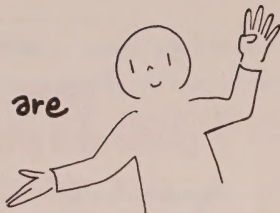


VOTE on motions

(make a decision)



There are



4 GENERAL

① MAIN motions

introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

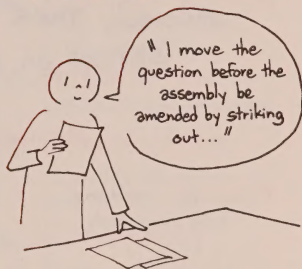
FOR EXAMPLE--



② SUBSIDIARY motions

change or affect how the main motion is handled (voted on before the main motion).

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Some QUESTIONS

IS IT IN ORDER?

Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

MAY I INTERRUPT THE SPEAKER?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

DO I NEED A SECOND?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.

TYPES OF MOTIONS

③ PRIVILEGED motions

are most urgent . . . about special or important matters not related to pending business.

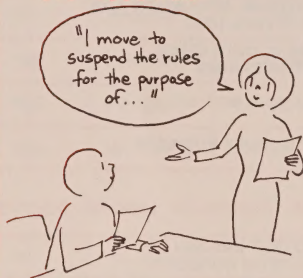
FOR EXAMPLE--



④ INCIDENTAL motions

are questions of procedure that arise out of other motions . . . must be considered before the other motion.

FOR EXAMPLE--



relating to MOTIONS

CAN IT BE AMENDED?

Some motions can be altered by striking out, inserting, or both at once. Amendments must relate to subject as presented in the main motion.

WHAT VOTE IS NEEDED?

Most require only a majority vote but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.

CAN IT BE RECONSIDERED?

Some motions can be redebated and revoted to give members a chance to change their minds. The move to reconsider must come from the winning side.



The table on pages 8 and 9 answers these questions for some common motions.

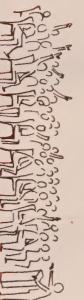


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PARLIAMENTARY PROCEDURE

...at a glance



Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	"I move the previous question"	NO	YES	NO	NO	2/3	NO ①
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ②
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ③	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ④	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY ⑤	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑥	— ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	— ⑧	NO	MAJORITY	NO

NOTES:

① Unless vote on question is not yet taken.

② Unless the committee has already taken up the subject.

③ Only if the motion to be amended is debatable.

④ Except in doubtful cases.

⑤ A majority vote in negative needed to reverse ruling of chair.

⑥ A 2/3 vote in negative needed to prevent consideration of main motion.

⑦ Only if the main question or motion was not, in fact, considered.

⑧ Only if motion to be reconsidered is debatable.

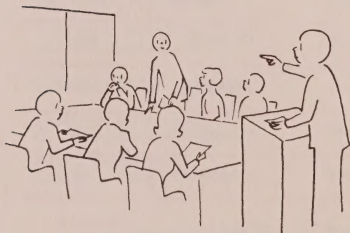
How do I present my motion ?

Here's what to do
when it's your turn
to speak...



① OBTAIN THE FLOOR

- Wait until the last speaker is finished.
- Rise and address the chair.
Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



② MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively.
Say, "I move that we . . ." instead of "I move that we do not . . ."
- Avoid personalities and stay on the subject.



③ WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or the chair will call for a second.
- If there is no second, your motion will not be considered.



④ CHAIR STATES YOUR MOTION

The chairperson must say, "It is moved and seconded that we . . .

After this happens, debate or voting can occur.

Your motion is now "assembly property" and you can't change it without consent of the members.



⑤ EXPAND ON YOUR MOTION

- Mover is allowed to speak first.
- Direct all comments to the chairman.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.

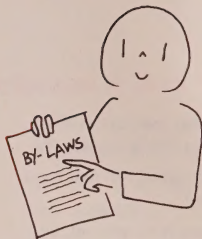


⑥ PUTTING THE QUESTION

- The chairperson asks, "Are you ready for the question?"
- If there is no more discussion, a vote is taken.
- Or motion for previous question may be adopted.

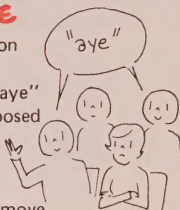


The method of **VOTE ON A MOTION** depends on the SITUATION and on the laws of your organization.



BY VOICE

The chairperson asks those in favor to say "aye" and those opposed to say "no."
(For majority votes only.)
Member may move for exact count.



BY SHOW OF HANDS

Members raise their hands as sight verification of or alternative to a voice vote.
It does not require a count. Member may move for exact count.



BY ROLL CALL

If a record of each person's vote is needed, each member answers "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.



BY BALLOT

Members write their vote on a slip of paper.

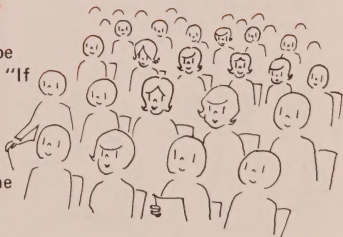
Done when secrecy is desired.



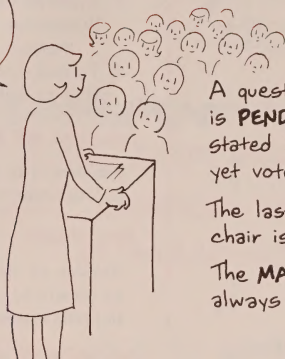
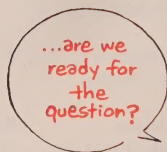
BY GENERAL CONSENT

When a motion isn't likely to be opposed, the chairperson says, "If there is no objection . . ."
Members show agreement by their silence.

If someone says, "I object," the matter must be put to a vote.



...more about VOTING



A question (motion) is **PENDING** when it has been stated by the chair but not yet voted on.

The last motion stated by the chair is the first pending.

The **MAIN MOTION** is always the last voted on.

A motion to **TABLE**

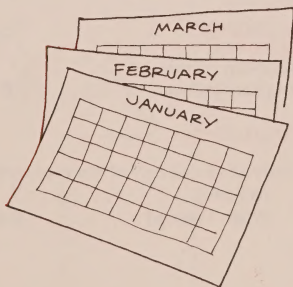
(lay on the table)

This motion is used to lay something aside temporarily to take care of a more urgent matter. There is always the option to "take from the table" any motion for reconsideration by the assembly.

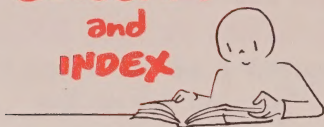


A motion to **POSTPONE INDEFINITELY**

This is parliamentary strategy -- allows members to dispose of a motion without making a decision for or against. It is useful in case of badly chosen main motion for which either "yes" or "no" vote would have undesirable consequences.



GLOSSARY and INDEX



ADJOURN

Page

- To end the meeting
- Ways to adjourn 4
- How to move to adjourn ... 8-9

AMEND

- To change a motion
- Ways to amend 7
- How to move to amend ... 8-9

COMMITTEE

- A group of members
- chosen for a certain task 4

DEBATE

- Discussion about a motion
- Members' right 5
- When debate 6,8-9
- Rules on debate 11

GENERAL CONSENT

- Accepting a motion
- without a vote 12

IN ORDER

- Relevant to the
- business at hand 6

MAJORITY

- More than one half of the members
- In voting 7
- When required 8-9

MOTION

A proposal that the assembly take a stand or take action on some issue

- Types of motions 6-7
- Procedures affecting motions 7
- Typical motions 8-9
- How to make a motion ... 10-11

ORDER OF BUSINESS

- Business to be considered
- during a meeting 4

QUORUM

- Number of members that must be present to conduct business legally 4

ROBERT'S RULES OF ORDER NEWLY REVISED

- Manual of procedure for non-legislative assemblies ... 2

SECOND

- A verbal signal from a member that he or she wishes to consider a motion just made
- Members' right 5
- When required 6
- How to give a second 11

VOTING

- Means by which motions are accepted or rejected by the assembly
- Members' right 5
- What vote is needed 7,8-9
- Method of voting 12



So WHAT?



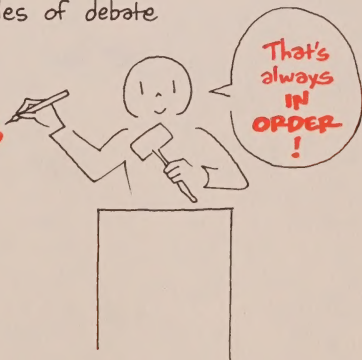
PARLIAMENTARY PROCEDURE
is the **BEST WAY** to
GET THINGS DONE
at meetings

BUT-- it only works if you
use it right !

- ✓ **MAKE MOTIONS** that are in order
- ✓ **OBTAIN THE FLOOR** properly
- ✓ **SPEAK** clearly and concisely
- ✓ **OBEY** the rules of debate

... and most of all,

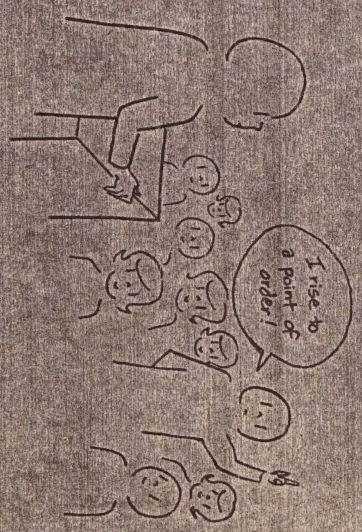
BE COURTEOUS



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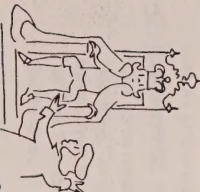


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Why is parliamentary procedure IMPORTANT ?

PARLIAMENTARY PROCEDURE MEANS:

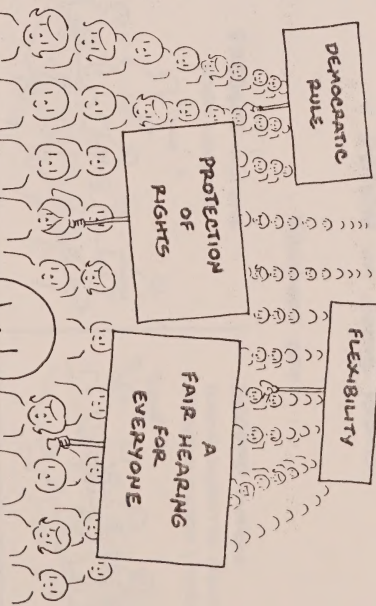
**DEMOCRATIC
RULE**

**PROTECTION
OF
RIGHTS**

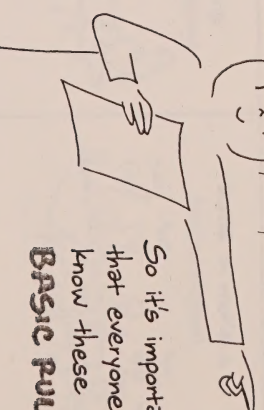
**A
FAIR HEARING
FOR
EVERYONE**

FLEXIBILITY

...it can be
adapted to fit
the needs of any
organization.



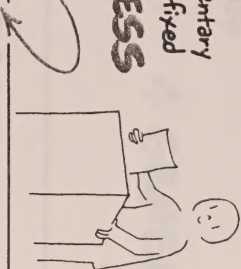
So it's important
that everyone
know these
BASIC RULES!



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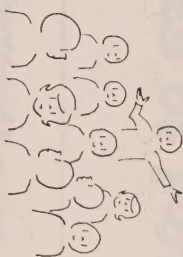
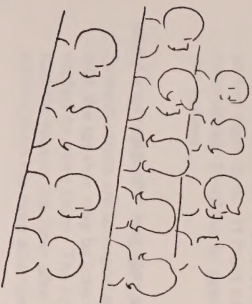
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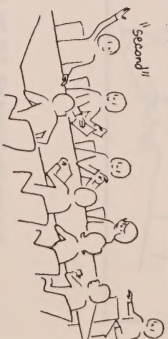
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Members can:

PRESENT motions (make a proposal)



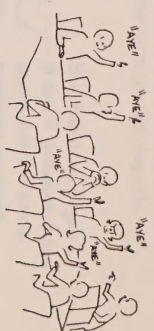
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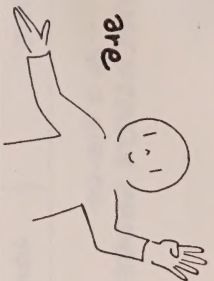
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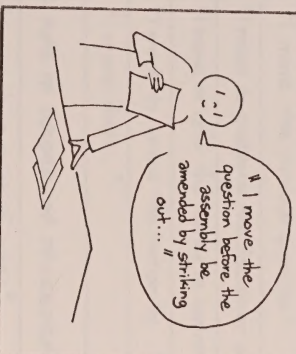
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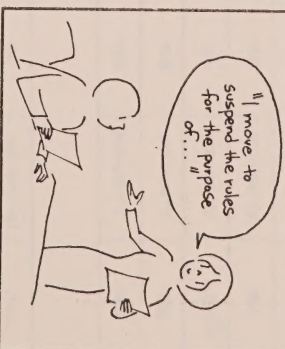
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Some QUESTIONS relating to MOTIONS

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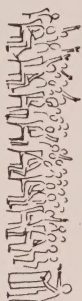
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COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO*	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
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AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ③	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

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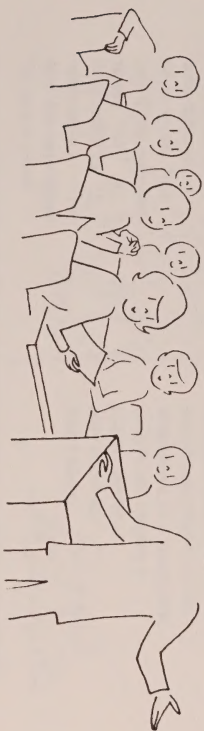
PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ④	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY ⑤	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑥	— ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	— ⑧	NO	MAJORITY	NO

NOTES:

- ① Unless vote on question is not yet taken.
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- ③ Only if the motion to be amended is debatable.
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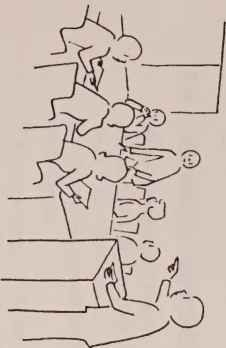
How
do I present
my motion?

Here's what to do
when it's your turn
to speak...



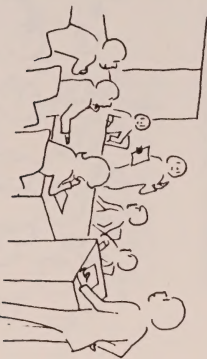
1 OBTAIN THE FLOOR

- Wait until the last speaker is finished.
- Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



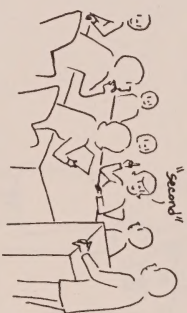
2 MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we..." instead of "I move that we do not..."
- Avoid personalities and stay on the subject.



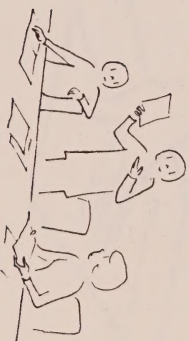
3 WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or the chair will call for a second.
- If there is no second, your motion will not be considered.



4 EXPAND ON YOUR MOTION

- Mover is allowed to speak first.
- Direct all comments to the chairman.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.



5 CHAIR STATES YOUR MOTION

The chairperson must say, "It is moved and seconded that we..." After this happens, debate or voting can occur. Your motion is now "assembly property" and you can't change it without consent of the members.

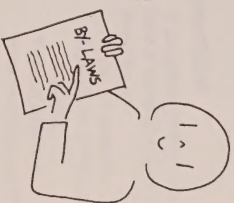


6 PUTTING THE QUESTION

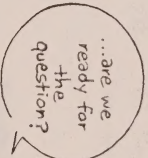
- The chairperson asks, "Are you ready for the question?"
- If there is no more discussion, a vote is taken.
- Or motion for previous question may be adopted.



The method of
VOTE ON A MOTION
depends on the situation
and on the laws of
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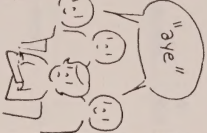


...more about **VOTING**



BY VOICE

The chairperson asks those in favor to say "aye" and those opposed to say "no." (For majority votes only.) Member may move for exact count.



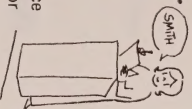
BY SHOW OF HANDS

Members raise their hands as sight verification of or alternative to a voice vote. It does not require a count. Member may move for exact count.



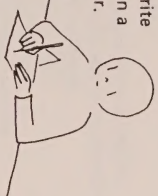
BY ROLL CALL

If a record of each person's vote is needed, each member answers "yes," "no," or "present" (indicating the choice not to vote) as his or her name is called.



BY BALLOT

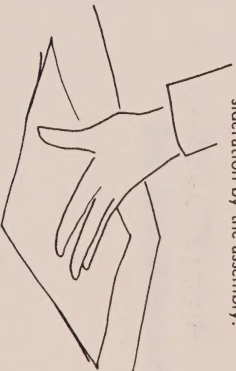
Members write their vote on a slip of paper. Done when secrecy is desired.



A motion to **TABLE**

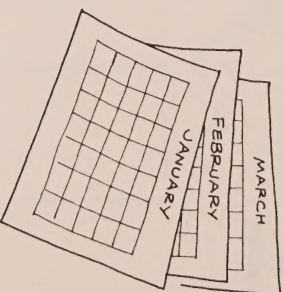
(lay on the table)

This motion is used to lay something aside temporarily to take care of a more urgent matter. There is always the option to "take from the table," any motion for reconsideration by the assembly.



A motion to **POSTPONE INDEFINITELY**

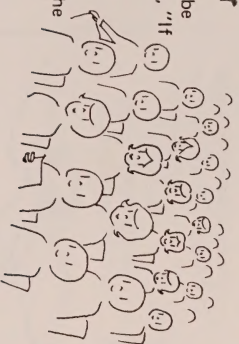
This is parliamentary strategy -- allows members to dispose of a motion without making a decision for or against. It is useful in case of badly chosen main motion for which either "yes" or "no" vote would have undesirable consequences.



BY GENERAL CONSENT

When a motion isn't likely to be opposed, the chairperson says, "If there is no objection..." Members show agreement by their silence.

If someone says, "I object," the matter must be put to a vote.



Glossary and Index



ADJOURN

	Page
To end the meeting	4
Ways to adjourn	4
How to move to adjourn	8-9

AMEND

To change a motion	7
Ways to amend	7
How to move to amend	8-9

COMMITTEE

A group of members chosen for a certain task	4
--	---

DEBATE

Discussion about a motion	5
Members' right	5
When debate	6,8-9
Rules on debate	11

GENERAL CONSENT

Accepting a motion without a vote	12
-----------------------------------	----

IN ORDER

Relevant to the business at hand	6
----------------------------------	---

MAJORITY

More than one half of the members	7
In voting	7
When required	8-9

MOTION

A proposal that the assembly take a stand or take action on some issue

Types of motions	6-7
Procedures affecting motions	7
Typical motions	8-9
How to make a motion	10-11

ORDER OF BUSINESS

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Members' right	5
When required	6
How to give a second	11

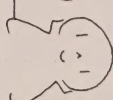
VOTING

Means by which motions are accepted or rejected by the assembly

Members' right	5
What vote is needed	7-8-9
Method of voting	12



So WHAT?



PARLIAMENTARY PROCEDURE

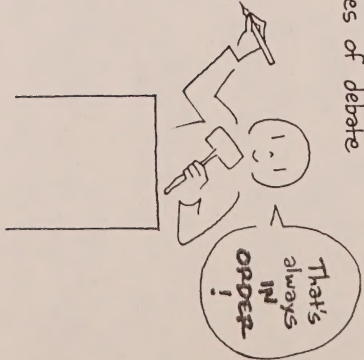
is the BEST WAY to GET THINGS DONE

at meetings

BUT-- it only works if you use it right!

- ✓ MAKE MOTIONS that are in order
- ✓ OBTAIN THE FLOOR properly
- ✓ SPEAK clearly and concisely
- ✓ OBEY the rules of debate

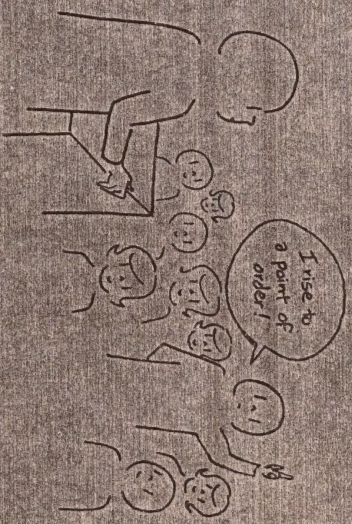
... and most of all, BE COURTEOUS



Shurley

The a-b-c's of

PARLIAMENTARY PROCEDURE



WHAT IS PARLIAMENTARY PROCEDURE?



It's a
SET OF RULES
for conduct at
meetings.

It allows **EVERYONE**
to be heard and to
make decisions...
without confusion!

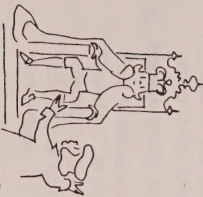
WHY IS parliamentary procedure IMPORTANT?

Because--
it's a time-tested
method of conducting
business at meetings
and public gatherings.

Parliamentary procedure has a

LONG HISTORY

IT ORIGINATED
in the early English
Parliaments (discussions
of public affairs).



**IT CAME TO
AMERICA**
with the first settlers.

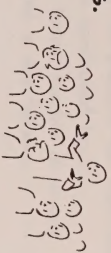


**IT BECAME
UNIFORM**
in 1876, when Henry
M. Robert published
his manual on Parlia-
mentary Law.



Today...

ROBERT'S RULES OF ORDER
NEWLY REVISED is the basic handbook
of operation for most clubs, organizations
and other groups.



PARLIAMENTARY PROCEDURE MEANS:

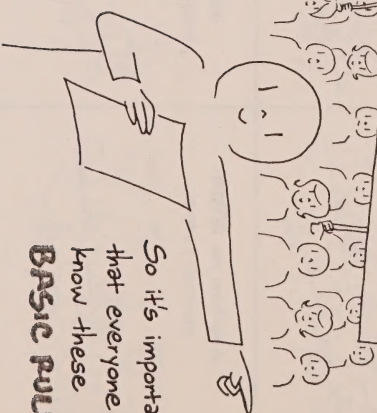
**DEMOCRATIC
RULE**

FLEXIBILITY

**PROTECTION
OF
RIGHTS**

**A
FAIR HEARING
FOR
EVERYONE**

...it can be
adapted to fit
the needs of any
organization.



So it's important
that everyone
know these
BASIC RULES!

Organizations using parliamentary procedure usually follow a fixed ORDER OF BUSINESS

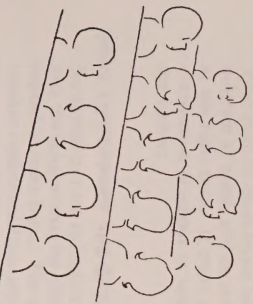
Here's a typical example



- I. CALL TO ORDER**
The chairperson says, "The meeting will please come to order."
- II. ROLL CALL**
Members say "present" as their names are called.
- III. MINUTES**
The secretary reads a record of the last meeting.
- IV. OFFICERS' REPORTS**
Often limited to a report from treasurer, but others may report at this time.
- V. COMMITTEE REPORTS**
First come reports from "standing," or permanent committees; then from "ad hoc," or special committees.
- VI. SPECIAL ORDERS**
Important business previously designated for consideration at this meeting.
- VII. UNFINISHED BUSINESS**
Business left over from previous meetings.
- VIII. NEW BUSINESS**
Introduction of new topics.
- IX. ANNOUNCEMENTS**
Informing the assembly of other subjects and events.
- X. ADJOURNMENT**
The meeting ends by a vote, or by general consent (or by chair's decision if time of adjournment was pre-arranged by vote).

QUORUM...

The number of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.



**BUT...
HOW DO MEMBERS
GET THEIR SAY?**

THEY MAKE MOTIONS!

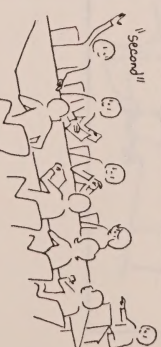
A motion is a proposal that the assembly **TAKE A STAND** or **TAKE ACTION** on some issue.

Members can:

PRESENT motions (make a proposal)



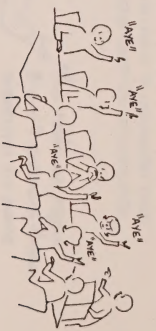
SECOND motions (express support for discussion of another member's motion.)



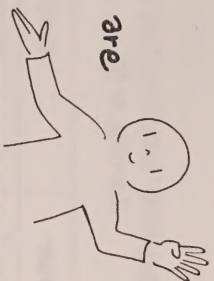
DEBATE motions (give opinions on the motion)



VOTE on motions (make a decision)



There are

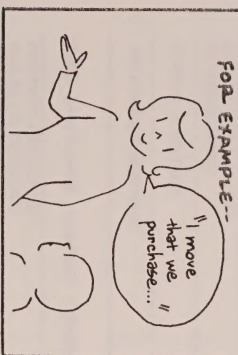


4 GENERAL TYPES OF MOTIONS

1 MAIN motions

introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

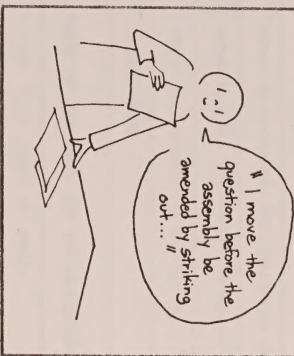
FOR EXAMPLE--



2 SUBSIDIARY motions

change or affect how the main motion is handled (voted on before the main motion).

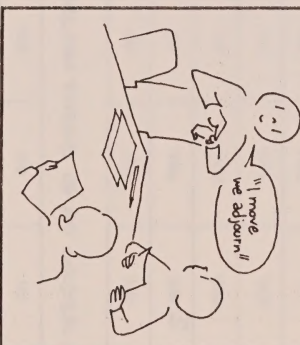
FOR EXAMPLE--



3 PRIVILEGED motions

are most urgent ... about special or important matters not related to pending business.

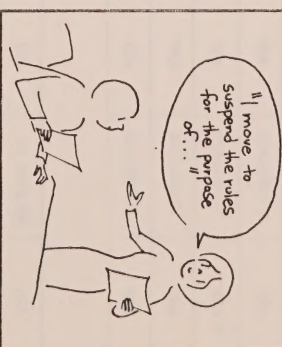
FOR EXAMPLE--



4 INCIDENTAL motions

are questions of procedure that arise out of other motions ... must be considered before the other motion.

FOR EXAMPLE--



Some QUESTIONS relating to MOTIONS

IS IT IN ORDER?

Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

DO I NEED A SECOND?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

MAY I INTERRUPT THE SPEAKER?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.

CAN IT BE AMENDED?

Some motions can be altered by striking out, inserting, or both at once. Amendments must relate to subject as presented in the main motion.

CAN IT BE RECONSIDERED?

Some motions can be debated and revoted to give members a chance to change their minds. The move to reconsider must come from the winning side.

WHAT VOTE IS NEEDED?

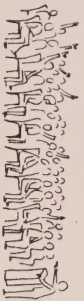
Most require only a majority vote but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.



The table on pages 8 and 9 answers these questions for some common motions.

PARLIAMENTARY PROCEDURE

...at a glance



Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	"I move the previous question"	NO	YES	NO	NO	2/3	NO ①
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ②
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ③	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ④	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY ⑤	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑥	— ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
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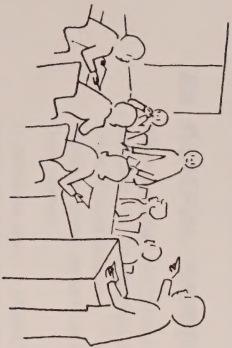
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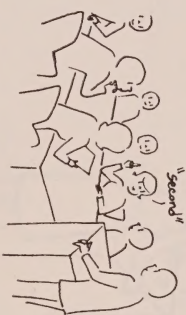
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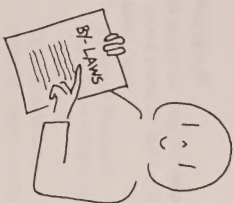


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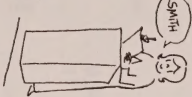
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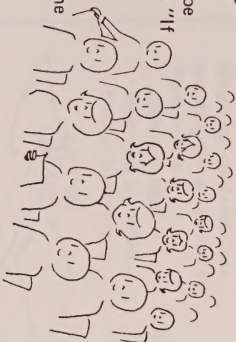
Members write their vote on a slip of paper. Done when secrecy is desired.



BY GENERAL CONSENT

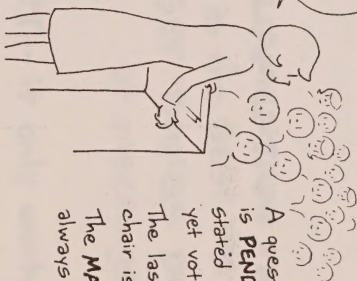
When a motion isn't likely to be opposed, the chairperson says, "If there is no objection..." Members show agreement by their silence.

If someone says, "I object," the matter must be put to a vote.



...more about VOTING

...are we ready for the question?



A question (motion) is **PENDING** when it has been started by the chair but not yet voted on.

The last motion started by the chair is the first pending. The **MAIN MOTION** is always the last voted on.

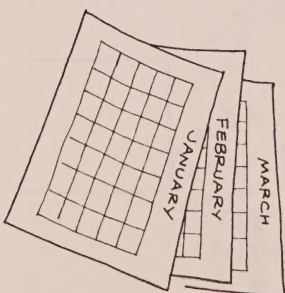
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ADJOURN

	Page
To end the meeting	
Ways to adjourn	4
How to move to adjourn	8-9

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To change a motion	
Ways to amend	7
How to move to amend	8-9

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Discussion about a motion	
Members' right	5
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Rules on debate	11

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----------------------------------	---

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Types of motions	6-7
Procedures affecting motions	7
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Business to be considered during a meeting	4
--	---

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ROBERT'S RULES OF ORDER NEWLY REVISED

Manual of procedure for non-legislative assemblies	2
--	---

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Members' right	5
When required	6
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SO WHAT?



PARLIAMENTARY PROCEDURE

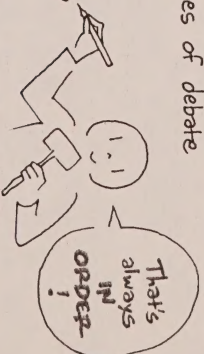
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- ✓ OBEY the rules of debate

... and most of all,

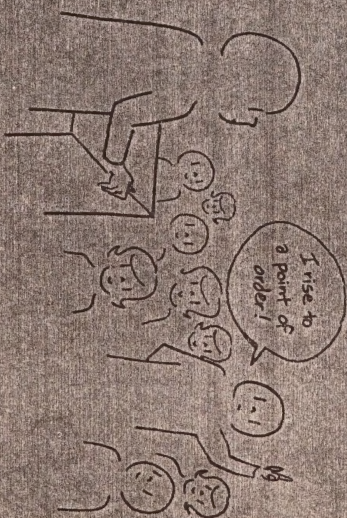
BE COURTEOUS



4
Done

The a-b-c's of

PARLIAMENTARY PROCEDURE



WHAT IS PARLIAMENTARY PROCEDURE?

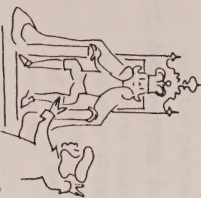


It's a
SET of RULES
for conduct at
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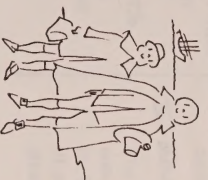
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make decisions...
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Parliamentary procedure has a LONG HISTORY

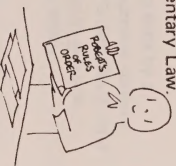
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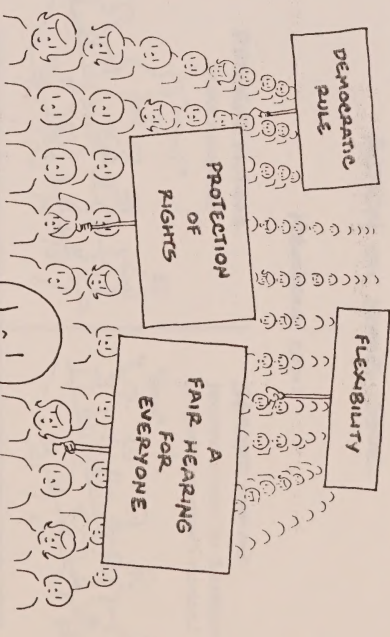
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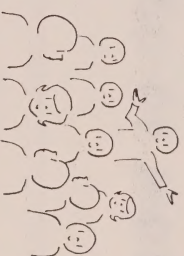
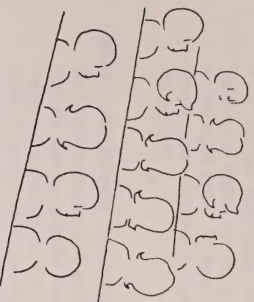
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THEY MAKE MOTIONS!

A motion is a proposal that the assembly **TAKE A STAND** or **TAKE ACTION** on some issue.

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DEBATE motions (give opinions on the motion)



VOTE on motions (make a decision)

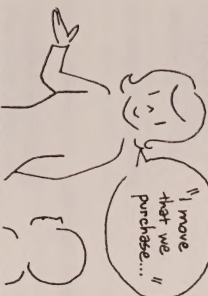


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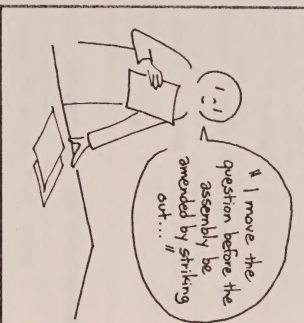
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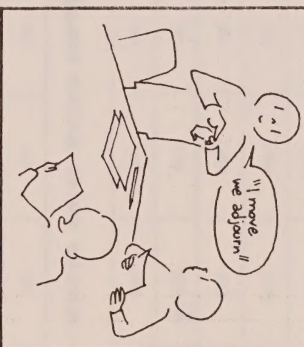
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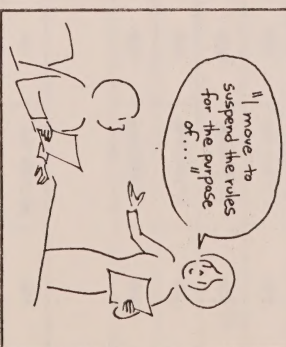
FOR EXAMPLE--



4 INCIDENTAL motions

are questions of procedure that arise out of other motions... must be considered before the other motion.

FOR EXAMPLE--



IS IT IN ORDER?

Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

MAY I INTERRUPT THE SPEAKER?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

Some QUESTIONS relating to MOTIONS

DO I NEED A SECOND?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.

CAN IT BE AMENDED?

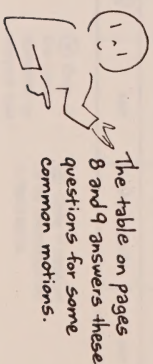
Some motions can be altered by striking out, inserting, or both at once. Amendments must relate to subject as presented in the main motion.

CAN IT BE RECONSIDERED?

Some motions can be redebated and revoked to give members a chance to change their minds. The move to reconsider must come from the winning side.

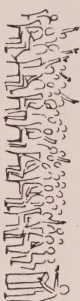
WHAT VOTE IS NEEDED?

Most require only a majority vote but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.



PARLIAMENTARY PROCEDURE

... at a glance



Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	"I move the previous question"	NO	YES	NO	NO	2/3	NO ①
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ②
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ③	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ④	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY ⑤	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑥	— ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	— ③	NO	MAJORITY	NO

NOTES:

① Unless vote on question is not yet taken.

② Unless the committee has already taken up the subject.

③ Only if the motion to be amended is debatable.

④ Except in doubtful cases.

⑤ A majority vote in negative needed to reverse ruling of chair.

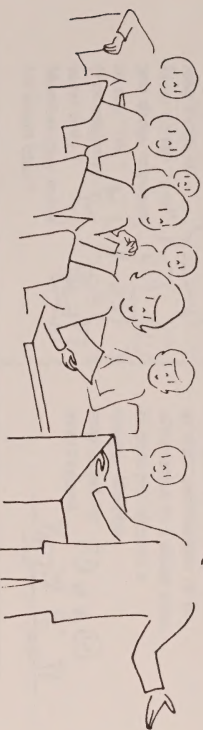
⑥ A 2/3 vote in negative needed to prevent consideration of main motion.

⑦ Only if the main question or motion was not, in fact, considered.

⑧ Only if motion is reconsidered to be debatable.

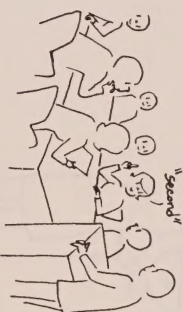
How
do I present
my motion?

Here's what to do
when it's your turn
to speak...



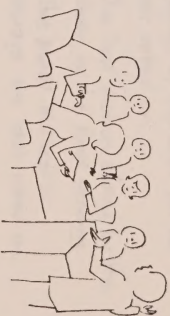
② WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or the chair will call for a second.
- If there is no second, your motion will not be considered.



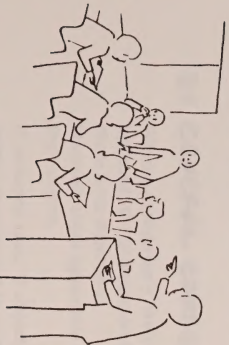
③ CHAIR STATES YOUR MOTION

The chairperson must say, "It is moved and seconded that we After this happens, debate or voting can occur. Your motion is now "assembly property" and you can't change it without consent of the members."



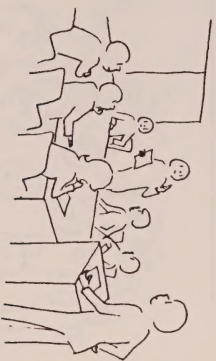
① OBTAIN THE FLOOR

- Wait until the last speaker is finished.
- Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



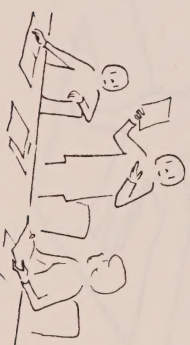
② MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we . . ." instead of "I move that we do not . . ."
- Avoid personalities and stay on the subject.



⑤ EXPAND ON YOUR MOTION

- Mover is allowed to speak first.
- Direct all comments to the chairman.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.

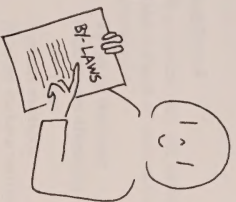


④ PUTTING THE QUESTION

- The chairperson asks, "Are you ready for the question?"
- If there is no more discussion, a vote is taken.
- Or motion for previous question may be adopted.

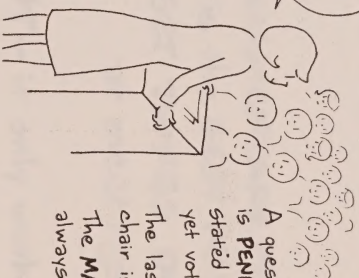


The method of
VOTE ON A MOTION
depends on the situation
and on the laws of
your organization.



...more about **VOTING**

...are we
ready for
the
question?

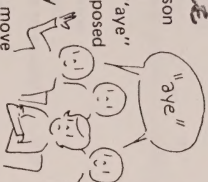


A question (motion)
is **PENDING** when it has been
started by the chair but not
yet voted on.

The last motion started by the
chair is the first pending.
The **MAIN MOTION** is
always the last voted on.

BY VOICE

The chairperson
asks those in
favor to say "aye"
and those opposed
to say "no."
(For majority
votes only.)
Member may move
for exact count.



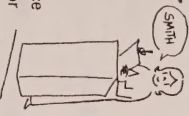
BY SHOW OF HANDS

Members raise their hands
as sight verification of or
alternative to a voice vote.
It does not require a
count. Member
may move for
exact count.



BY ROLL CALL

If a record of each
person's vote is
needed, each mem-
ber answers "yes,"
"no" or "present"
(indicating the choice
not to vote) as his or
her name is called.



BY BALLOT

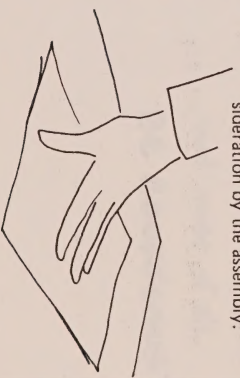
Members write
their vote on a
slip of paper.
Done when
secrecy is
desired.



A motion to **TABLE**

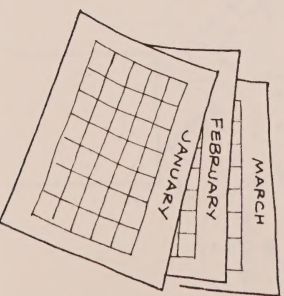
(lay on the table)

This motion is used to lay
something aside temporarily
to take care of a more urgent
matter. There is always the
option to "take from the
table" any motion for recon-
sideration by the assembly.



A motion to **POSTPONE INDEFINITELY**

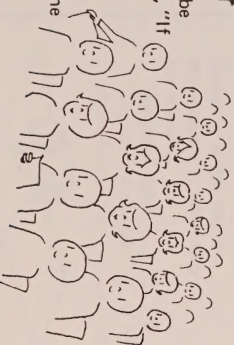
This is parliamentary strategy --
allows members to dispose of a
motion without making a decision
for or against. It is useful in case
of badly chosen main motion for
which either "yes" or "no" vote
would have undesirable consequences.



BY GENERAL CONSENT

When a motion isn't likely to be
opposed, the chairperson says, "If
there is no objection..."
Members show agreement by
their silence.

If someone says, "I object," the
matter must be put to a vote.



GLOSSARY and INDEX



ADJOURN

	Page
To end the meeting	
Ways to adjourn	4
How to move to adjourn	8-9

AMEND

To change a motion	
Ways to amend	7
How to move to amend	8-9

COMMITTEE

A group of members chosen for a certain task	4
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DEBATE

Discussion about a motion	
Members' right	5
When debate	6-8-9
Rules on debate	11

GENERAL CONSENT

Accepting a motion without a vote	12
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IN ORDER

Relevant to the business at hand	6
----------------------------------	---

MAJORITY

More than one half of the members	
In voting	7
When required	8-9

MOTION

A proposal that the assembly take a stand or take action on some issue

Types of motions	6-7
Procedures affecting motions	7
Typical motions	8-9
How to make a motion	10-11

ORDER OF BUSINESS

Business to be considered during a meeting

QUORUM

Number of members that must be present to conduct business legally

ROBERT'S RULES OF ORDER NEWLY REVISED

Manual of procedure for non-legislative assemblies

SECOND

A verbal signal from a member that he or she wishes to consider a motion just made

Members' right	5
When required	6
How to give a second	11

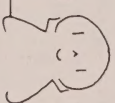
VOTING

Means by which motions are accepted or rejected by the assembly

Members' right	5
What vote is needed	7,8-9
Method of voting	12



SO WHAT?



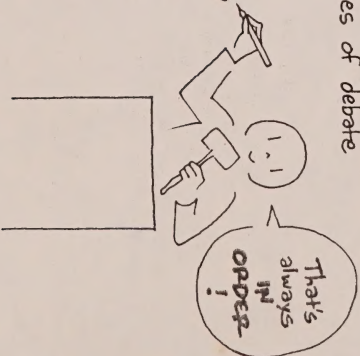
PARLIAMENTARY PROCEDURE

is the BEST WAY to
GET THINGS DONE
at meetings

BUT-- it only works if you
use it right!

- ✓ MAKE MOTIONS that are in order
- ✓ OBTAIN THE FLOOR properly
- ✓ SPEAK clearly and concisely
- ✓ OBEY the rules of debate

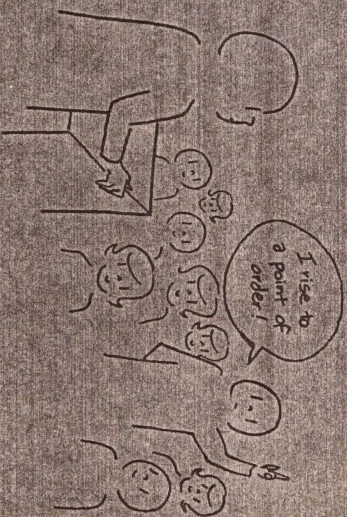
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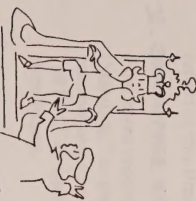


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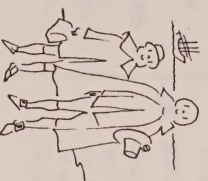
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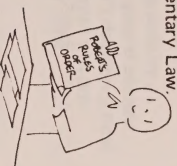
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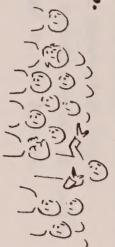


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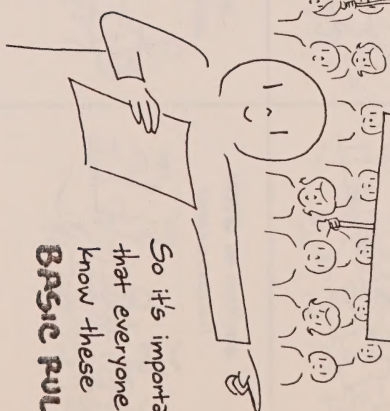
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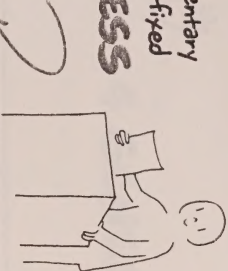
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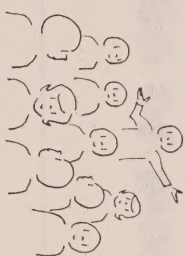
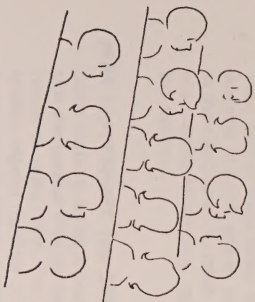
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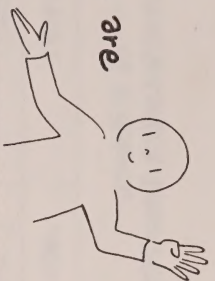
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|--|--|
| <p>PRESENT motions
(make a proposal)</p> <p>"I move..."</p> | <p>SECOND motions
(express support for discussion of another member's motion.)</p> <p>"Second!"</p> |
|--|--|

- DEBATE motions**
(give opinions on the motion)
- "I think..."

- VOTE on motions**
(make a decision)
- "Aye!" "Nay!" "Vote!"

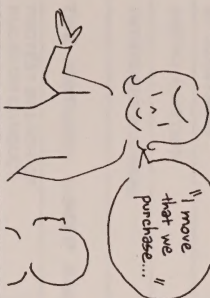
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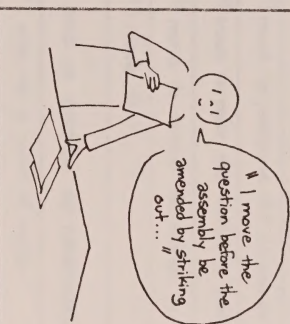
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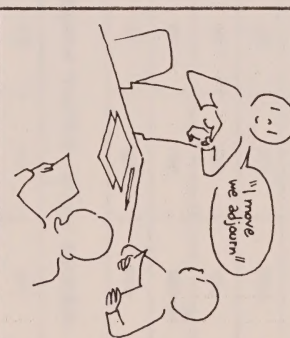
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3 PRIVILEGED motions

are most urgent. ... about special or important matters not related to pending business.

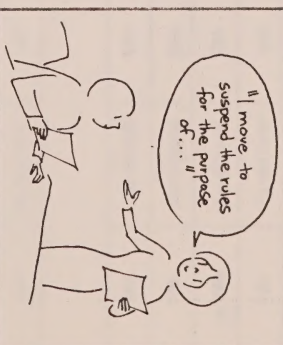
FOR EXAMPLE--



4 INCIDENTAL motions

are questions of procedure that arise out of other motions ... must be considered before the other motion.

FOR EXAMPLE--



Some QUESTIONS relating to MOTIONS

IS IT IN ORDER?

Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

MAY I INTERRUPT THE SPEAKER?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

DO I NEED A SECOND?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.

CAN IT BE AMENDED?

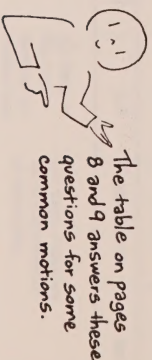
Some motions can be altered by striking out, inserting, or both at once. Amendments must relate to subject as presented in the main motion.

CAN IT BE RECONSIDERED?

Some motions can be redebated and revoted to give members a chance to change their minds. The move to reconsider must come from the winning side.

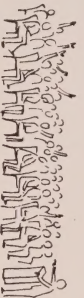
WHAT VOTE IS NEEDED?

Most require only a majority vote but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.



PARLIAMENTARY PROCEDURE

... at a glance



Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	"I move the previous question"	NO	YES	NO	NO	2/3	NO ①
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ②
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ③	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ④	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY ⑤	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑥	— ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	— ⑧	NO	MAJORITY	NO

NOTES:

- ① Unless vote on question is not yet taken.
- ② Unless the committee has already taken up the subject.
- ③ Only if the motion to be amended is debatable.
- ④ Except in doubtful cases.
- ⑤ A majority vote in negative needed to reverse ruling of chair.
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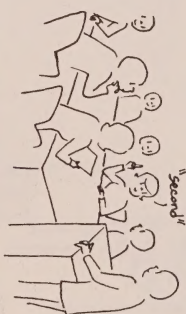
How
do I present
my motion?

Here's what to do
when it's your turn
to speak...



3 WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or the chair will call for a second.
- If there is no second, your motion will not be considered.



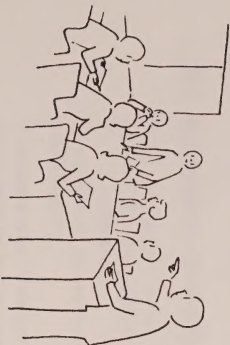
4 CHAIR STATES YOUR MOTION

The chairperson must say, "It is moved and seconded that we ...". After this happens, debate or voting can occur. Your motion is now "assembly property" and you can't change it without consent of the members.



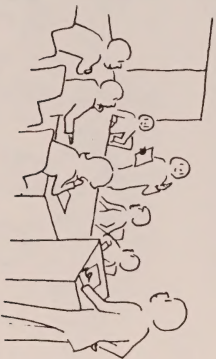
1 OBTAIN THE FLOOR

- Wait until the last speaker is finished.
- Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



2 MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we ..." instead of "I move that we do not ...".
- Avoid personalities and stay on the subject.



5 EXPAND ON YOUR MOTION

- Mover is allowed to speak first.
- Direct all comments to the chairman.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.

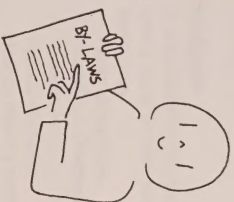


6 PUTTING THE QUESTION

- The chairperson asks, "Are you ready for the question?"
- If there is no more discussion, a vote is taken.
- Or motion for previous question may be adopted.



The method of VOTE ON A MOTION depends on the situation and on the laws of your organization.



BY VOICE

The chairperson asks those in favor to say "aye" and those opposed to say "no." (For majority votes only.) Member may move for exact count.



BY SHOW OF HANDS

Members raise their hands as sight verification of or alternative to a voice vote. It does not require a count. Member may move for exact count.



BY ROLL CALL

If a record of each person's vote is needed, each member answers "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.



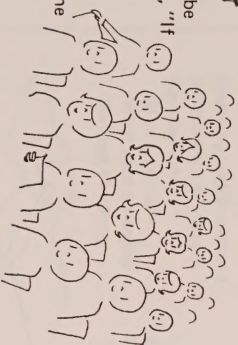
BY BALLOT

Members write their vote on a slip of paper. Done when secrecy is desired.



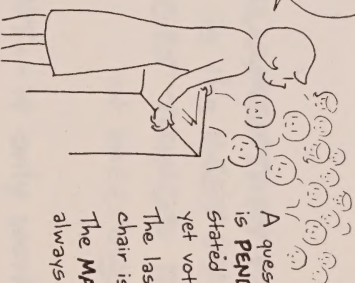
BY GENERAL CONSENT

When a motion isn't likely to be opposed, the chairperson says, "If there is no objection..." Members show agreement by their silence. If someone says, "I object," the matter must be put to a vote.



...more about VOTING

...are we ready for the question?



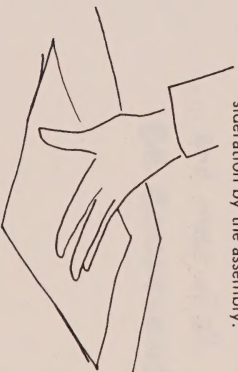
A question (motion) is **PENDING** when it has been started by the chair but not yet voted on.

The last motion started by the chair is the first pending. The **MAIN MOTION** is always the last voted on.

A motion to TABLE

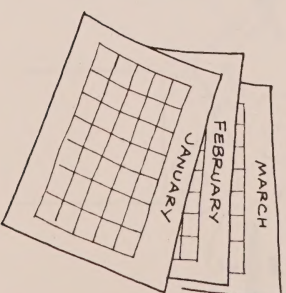
(lay on the table)

This motion is used to lay something aside temporarily to take care of a more urgent matter. There is always the option to "take from the table" any motion for reconsideration by the assembly.



A motion to POSTPONE INDEFINITELY

This is parliamentary strategy -- allows members to dispose of a motion without making a decision for or against. It is useful in case of badly chosen main motion for which either "yes" or "no" vote would have undesirable consequences.



GLOSSARY and INDEX



ADJOURN

Page

To end the meeting
Ways to adjourn 4
How to move to adjourn 8-9

AMEND

To change a motion
Ways to amend 7
How to move to amend 8-9

COMMITTEE

A group of members
chosen for a certain task 4

DEBATE

Discussion about a motion
Members' right 5
When debate 6-8-9
Rules on debate 11

GENERAL CONSENT

Accepting a motion
without a vote 12

IN ORDER

Relevant to the
business at hand 6

MAJORITY

More than one half of the members
In voting 7
When required 8-9

MOTION

A proposal that the assembly
take a stand or take action on
some issue

Types of motions 6-7
Procedures affecting
motions 7
Typical motions 8-9
How to make a motion ... 10-11

ORDER OF BUSINESS

Business to be considered
during a meeting 4

QUORUM

Number of members that must
be present to conduct
business legally 4

ROBERT'S RULES OF ORDER NEWLY REVISED

Manual of procedure for
non-legislative assemblies ... 2

SECOND

A verbal signal from a member
that he or she wishes to consider
a motion just made

Members' right 5
When required 6
How to give a second 11

VOTING

Means by which motions
are accepted or rejected by
the assembly

Members' right 5
What vote is needed 7,8-9
Method of voting 12



So WHAT?



PARLIAMENTARY PROCEDURE

is the BEST WAY to
GET THINGS DONE

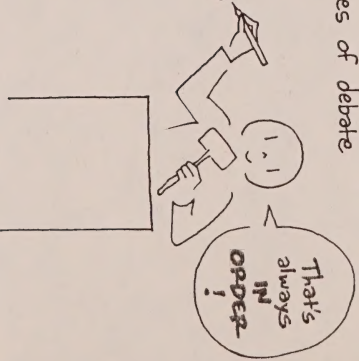
at meetings

BUT-- it only works if you

use it right !

- ✓ MAKE MOTIONS that are in order
- ✓ OBTAIN THE FLOOR properly
- ✓ SPEAK clearly and concisely
- ✓ OBEY the rules of debate

... and most of all,
BE COURTEOUS



Joe T.

The a-b-c's of

PARLIAMENTARY PROCEDURE



WHAT IS PARLIAMENTARY PROCEDURE?



It's a
SET OF RULES
for conduct at
meetings.

It allows **EVERYONE**
to be heard and to
make decisions...
without confusion!

WHY IS parliamentary procedure IMPORTANT?

Because--
it's a time-tested
method of conducting
business at meetings
and public gatherings.

PARLIAMENTARY PROCEDURE MEANS:

DEMOCRATIC
RULE

FLEXIBILITY

PROTECTION
OF
RIGHTS

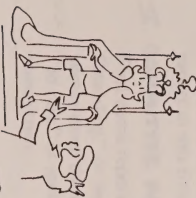
A
FAIR HEARING
FOR
EVERYONE

...it can be
adapted to fit
the needs of any
organization.

So it's important
that everyone
know these
BASIC RULES!

Parliamentary procedure has a LONG HISTORY

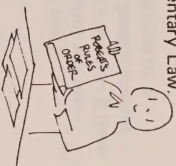
IT ORIGINATED
in the early English
Parliaments (discussions
of public affairs).



IT CAME TO
AMERICA
with the first settlers.

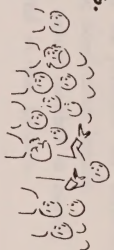


IT BECAME
UNIFORM
in 1876, when Henry
M. Robert published
his manual on Parlia-
mentary Law.



Today... ROBERT'S RULES OF ORDER

NEWLY REVISED is the basic handbook
of operation for most clubs, organizations
and other groups.



Organizations using parliamentary procedure usually follow a fixed ORDER OF BUSINESS

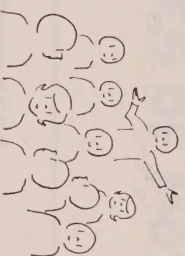
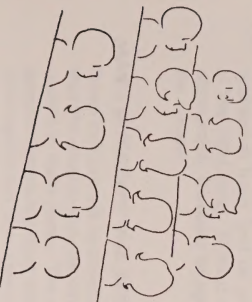
Here's a typical example



- I. CALL TO ORDER**
The chairperson says, "The meeting will please come to order."
- II. ROLL CALL**
Members say "present" as their names are called.
- III. MINUTES**
The secretary reads a record of the last meeting.
- IV. OFFICERS' REPORTS**
Often limited to a report from treasurer, but others may report at this time.
- V. COMMITTEE REPORTS**
First come reports from "standing," or permanent committees, then from "ad hoc," or special committees.
- VI. SPECIAL ORDERS**
Important business previously designated for consideration at this meeting.
- VII. UNFINISHED BUSINESS**
Business left over from previous meetings.
- VIII. NEW BUSINESS**
Introduction of new topics.
- IX. ANNOUNCEMENTS**
Informing the assembly of other subjects and events.
- X. ADJOURNMENT**
The meeting ends by a vote, or by general consent (or by chair's decision if time of adjournment was pre-arranged by vote).

QUORUM...

The number of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.



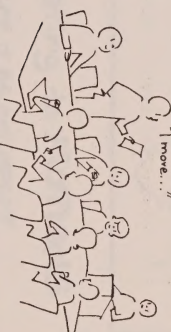
BUT... HOW DO MEMBERS GET THEIR SAY?

THEY MAKE MOTIONS!

A motion is a proposal that the assembly **TAKE A STAND** or **TAKE ACTION** on some issue.

Members can:

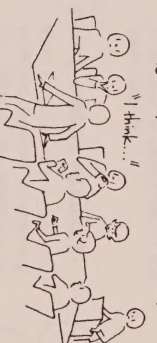
PRESENT motions (make a proposal)



SECOND motions (express support for discussion of another member's motion.)



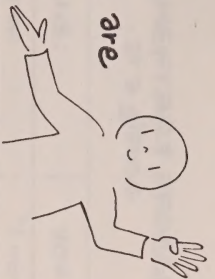
DEBATE motions (give opinions on the motion)



VOTE on motions (make a decision)



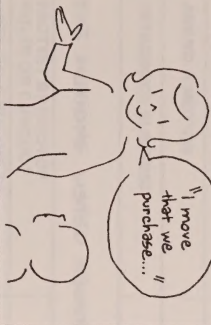
There are 4 GENERAL TYPES OF MOTIONS



1 MAIN motions

introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

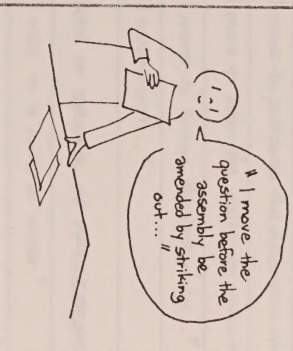
FOR EXAMPLE--



2 SUBSIDIARY motions

change or affect how the main motion is handled (voted on before the main motion).

FOR EXAMPLE--



3 PRIVILEGED motions

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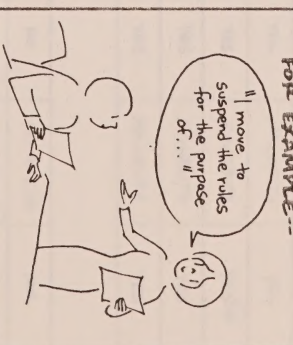
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are questions of procedure that arise out of other motions ... must be considered before the other motion.

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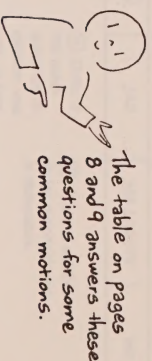
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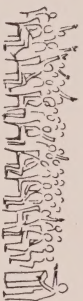
Most require only a majority vote but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.



The table on pages 8 and 9 answers these questions for some common motions.

PARLIAMENTARY PROCEDURE

... at a glance



Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
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POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
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THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...

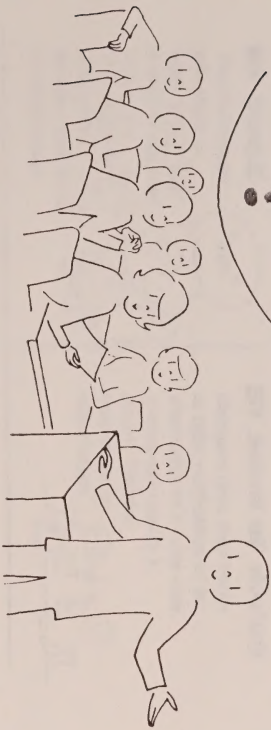
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REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	— ③	NO	MAJORITY	NO

NOTES:

- ① Unless vote on question is not yet taken.
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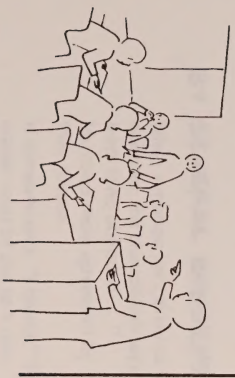
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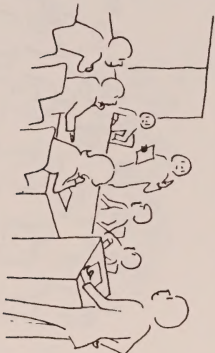
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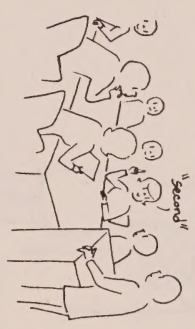
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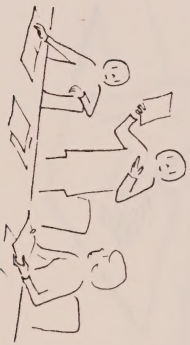
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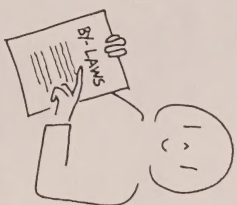


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- If there is no more discussion, a vote is taken.
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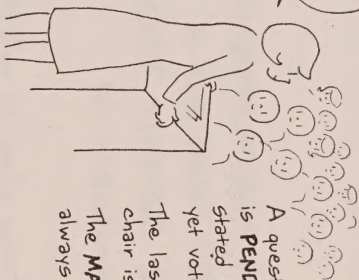


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...more about VOTING

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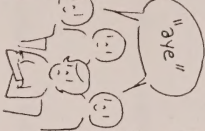


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asks those in
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to say "no."
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Members raise their hands
as sight verification of or
alternative to a voice vote.
It does not require a
count. Member
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exact count.



BY ROLL CALL

If a record of each
person's vote is
needed, each mem-
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"no" or "present"
(indicating the choice
not to vote) as his or
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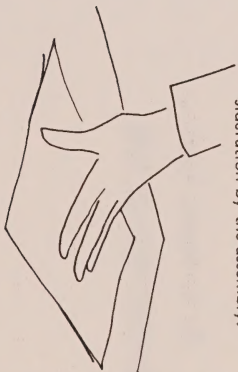
BY BALLOT

Members write
their vote on a
slip of paper.
Done when
secrecy is
desired.



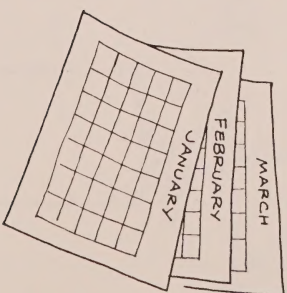
A motion to **TABLE** (lay on the table)

This motion is used to lay
something aside temporarily
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option to "take from the
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A motion to **POSTPONE INDEFINITELY**

This is parliamentary strategy --
allows members to dispose of a
motion without making a decision
for or against. It is useful in case
of badly chosen main motion for
which either "yes" or "no" vote
would have undesirable consequences.



BY GENERAL CONSENT

When a motion isn't likely to be
opposed, the chairperson says, "If
there is no objection..."
Members show agreement by
their silence.

If someone says, "I object," the
matter must be put to a vote.



GLOSSARY and INDEX



ADJOURN

Page

- To end the meeting
- Ways to adjourn 4
- How to move to adjourn ... 8-9

AMEND

- To change a motion
- Ways to amend 7
- How to move to amend 8-9

COMMITTEE

- A group of members
- chosen for a certain task 4

DEBATE

- Discussion about a motion
- Members' right 5
- When debate 6,8-9
- Rules on debate 11

GENERAL CONSENT

- Accepting a motion
- without a vote 12

IN ORDER

- Relevant to the
- business at hand 6

MAJORITY

- More than one half of the members
- In voting 7
- When required 8-9

MOTION

A proposal that the assembly take a stand or take action on some issue

- Types of motions 6-7
- Procedures affecting motions 7
- Typical motions 8-9
- How to make a motion ... 10-11

ORDER OF BUSINESS

Business to be considered during a meeting 4

QUORUM

Number of members that must be present to conduct business legally 4

ROBERT'S RULES OF ORDER NEWLY REVISED

Manual of procedure for non-legislative assemblies ... 2

SECOND

A verbal signal from a member that he or she wishes to consider a motion just made

- Members' right 5
- When required 6
- How to give a second 11

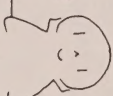
VOTING

Means by which motions are accepted or rejected by the assembly

- Members' right 5
- What vote is needed 7,8-9
- Method of voting 12



SO WHAT?



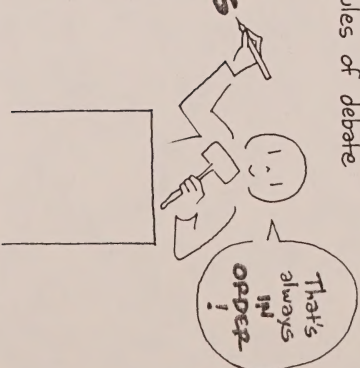
PARLIAMENTARY PROCEDURE

is the BEST WAY to
GET THINGS DONE
at meetings

BUT-- it only works if you
use it right !

- ✓ MAKE MOTIONS that are in order
- ✓ OBTAIN THE FLOOR properly
- ✓ SPEAK clearly and concisely
- ✓ OBEY the rules of debate

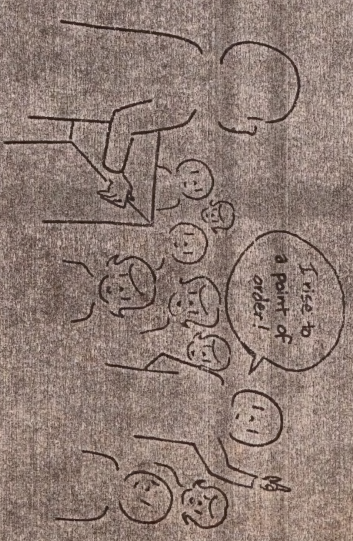
... and most of all,
BE COUPTEOUS



Marg

The a-b-c's of

PARLIAMENTARY PROCEDURE



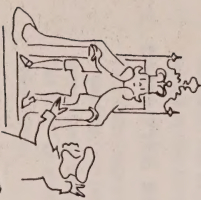
WHAT IS PARLIAMENTARY PROCEDURE?



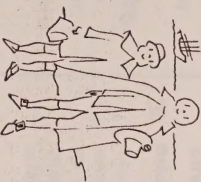
It's a
SET OF RULES
for conduct at
meetings.
It allows **EVERYONE**
to be heard and to
make decisions...
without confusion!

Parliamentary procedure has a LONG HISTORY

IT ORIGINATED
in the early English
Parliaments (discussions
of public affairs).



**IT CAME TO
AMERICA**
with the first settlers.

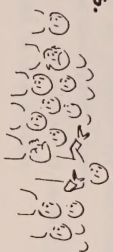


**IT BECAME
UNIFORM**
in 1876, when Henry
M. Robert published
his manual on Parlia-
mentary Law.



Today...

ROBERT'S RULES OF ORDER
NEWLY REVISED is the basic handbook
of operation for most clubs, organizations
and other groups.



Because--
it's a time-tested
method of conducting
business at meetings
and public gatherings.

WHY IS parliamentary procedure IMPORTANT?

PARLIAMENTARY PROCEDURE MEANS:

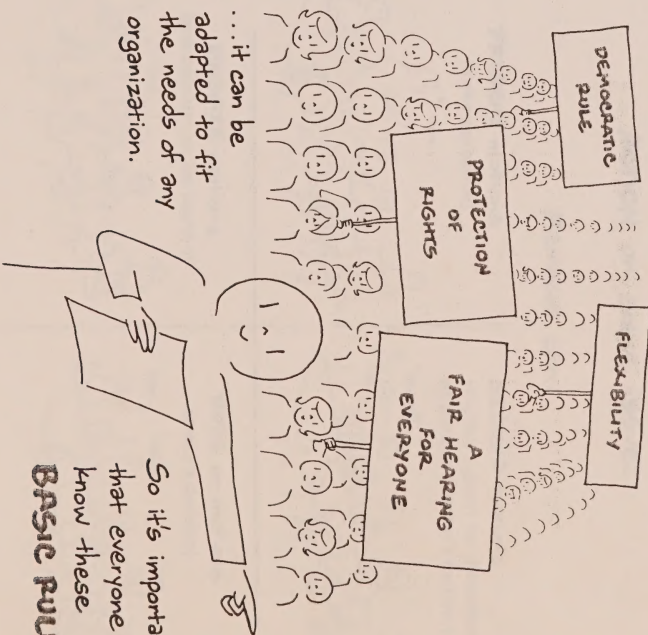
DEMOCRATIC
RULE

FLEXIBILITY

PROTECTION
OF
RIGHTS

A
FAIR HEARING
FOR
EVERYONE

...it can be
adapted to fit
the needs of any
organization.



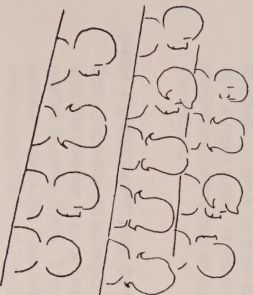
So it's important
that everyone
know these
BASIC RULES!

Organizations using parliamentary procedure usually follow a fixed ORDER OF BUSINESS

Here's a typical example

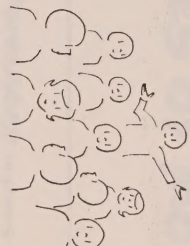


- I. CALL TO ORDER**
The chairperson says,
"The meeting will please come to order."
- II. ROLL CALL**
Members say "present" as their names are called.
- III. MINUTES**
The secretary reads a record of the last meeting.
- IV. OFFICERS' REPORTS**
Often limited to a report from treasurer, but others may report at this time.
- V. COMMITTEE REPORTS**
First come reports from "standing," or permanent committees; then from "ad hoc," or special committees.
- VI. SPECIAL ORDERS**
Important business previously designated for consideration at this meeting.
- VII. UNFINISHED BUSINESS**
Business left over from previous meetings.
- VIII. NEW BUSINESS**
Introduction of new topics.
- IX. ANNOUNCEMENTS**
Informing the assembly of other subjects and events.
- X. ADJOURNMENT**
The meeting ends by a vote, or by general consent (or by chair's decision if time of adjournment was pre-arranged by vote).



QUORUM...

The number of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.



BUT... HOW DO MEMBERS GET THEIR SAY?

THEY MAKE MOTIONS!

A motion is a proposal that the assembly TAKE A STAND or TAKE ACTION on some issue.

Members can:

- FIRST motions**
(make a proposal)
"I move..."
- SECOND motions**
(express support for discussion of another member's motion.)
"Second!"

DEBATE motions

(give opinions on the motion)

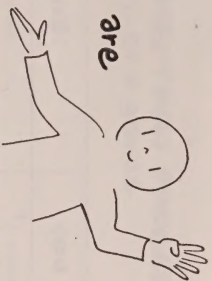


VOTE on motions

(make a decision)



There are

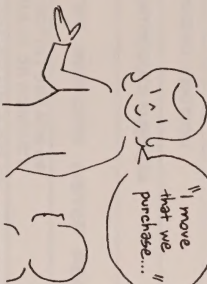


4 GENERAL TYPES OF MOTIONS

1 MAIN motions

introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

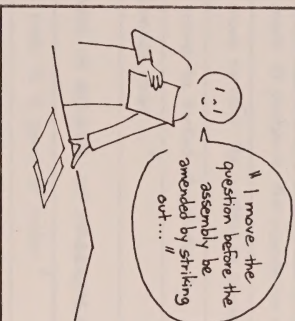
FOR EXAMPLE--



2 SUBSIDIARY motions

change or affect how the main motion is handled (voted on before the main motion).

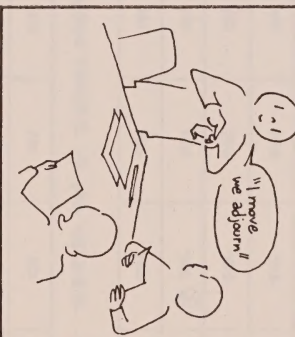
FOR EXAMPLE--



3 PRIVILEGED motions

are most urgent ... about special or important matters not related to pending business.

FOR EXAMPLE--



4 INCIDENTAL motions

are questions of procedure that arise out of other motions ... must be considered before the other motion.

FOR EXAMPLE--



Some QUESTIONS relating to MOTIONS

IS IT IN ORDER?

Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

DO I NEED A SECOND?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

MAY I INTERRUPT THE SPEAKER?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.

CAN IT BE AMENDED?

Some motions can be altered by striking out, inserting, or both at once. Amendments must relate to subject as presented in the main motion.

CAN IT BE RECONSIDERED?

Some motions can be redebated and revoted to give members a chance to change their minds. The move to reconsider must come from the winning side.

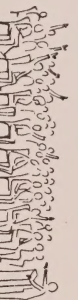
WHAT VOTE IS NEEDED?

Most require only a majority vote but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.



The table on pages 8 and 9 answers these questions for some common motions.

PARLIAMENTARY PROCEDURE



Here are some motions you might make, how to make them, and what to expect of the rules.

... at a glance

TO DO THIS:	YOU SAY THIS:	CAN YOU INTERRUPT THE SPEAKER	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	"I move the previous question"	NO	YES	NO	NO	2/3	NO ①
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ②
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ③	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ④	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY ⑤	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑥	— ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	— ⑧	NO	MAJORITY	NO

NOTES:

- ① Unless vote on question is not yet taken.
- ② Unless the committee has already taken up the subject.
- ③ Only if the motion to be amended is debatable.
- ④ Except in doubtful cases.
- ⑤ A majority vote in negative needed to reverse ruling of chair.
- ⑥ A 2/3 vote in negative needed to prevent consideration of main motion.
- ⑦ Only if the main question or motion was not, in fact, considered.
- ⑧ Only if motion to be reconsidered is debatable.

How
do I present
my motion?

Here's what to do
when it's your turn
to speak...



3 WAIT FOR A SECOND

- Another member will say, "1 second the motion."
- Or the chair will call for a second.
- If there is no second, your motion will not be considered.



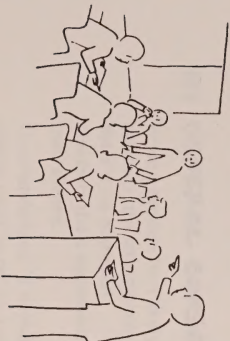
4 CHAIR STATES YOUR MOTION

The chairperson must say, "It is moved and seconded that we After this happens, debate or voting can occur. Your motion is now "assembly property" and you can't change it without consent of the members."



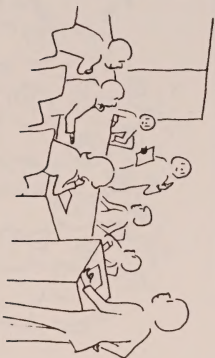
1 OBTAIN THE FLOOR

- Wait until the last speaker is finished.
- Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



2 MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we . . ." instead of "I move that we do not . . ."
- Avoid personalities and stay on the subject.



5 EXPAND ON YOUR MOTION

- Mover is allowed to speak first.
- Direct all comments to the chairman.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.

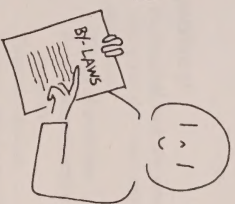


6 PUTTING THE QUESTION

- The chairperson asks, "Are you ready for the question?"
- If there is no more discussion, a vote is taken.
- Or motion for previous question may be adopted.



The method of VOTE ON A MOTION depends on the situation and on the laws of your organization.



BY VOICE

The chairperson asks those in favor to say "aye" and those opposed to say "no." (For majority votes only.) Member may move for exact count.



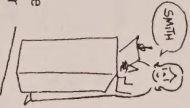
BY SHOW OF HANDS

Members raise their hands as sight verification of or alternative to a voice vote. It does not require a count. Member may move for exact count.



BY ROLL CALL

If a record of each person's vote is needed, each member answers "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.



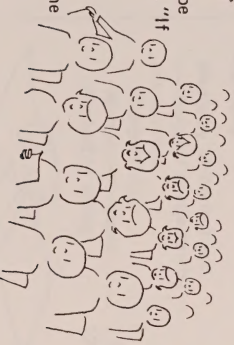
BY BALLOT

Members write their vote on a slip of paper. Done when secrecy is desired.

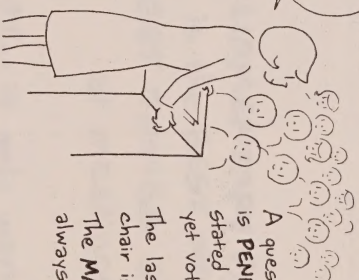
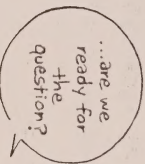


BY GENERAL CONSENT

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...more about VOTING

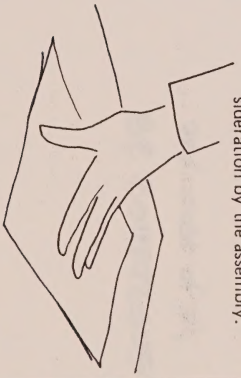


A question (motion) is **PENDING** when it has been started by the chair but not yet voted on.

The last motion started by the chair is the first pending. The **MAIN MOTION** is always the last voted on.

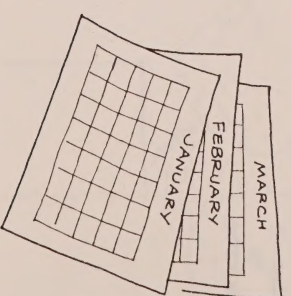
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Glossary and Index



ADJOURN	Page
To end the meeting	
Ways to adjourn	4
How to move to adjourn	8-9
AMEND	
To change a motion	
Ways to amend	7
How to move to amend	8-9
COMMITTEE	
A group of members chosen for a certain task	4
DEBATE	
Discussion about a motion	
Members' right	5
When debate	6,8-9
Rules on debate	11
GENERAL CONSENT	
Accepting a motion without a vote	12
IN ORDER	
Relevant to the business at hand	6
MAJORITY	
More than one half of the members	
In voting	7
When required	8-9

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✓ OBTAIN THE FLOOR properly

✓ SPEAK clearly and concisely

✓ OBEY the rules of debate

... and most of all,

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